



**{In Archive} Re: Please reply by COB 11/7 - THANKS IN ADVANCE** 

**David Olszyk** to: Dave Burr

11/04/2011 04:11 PM

Archive:

This message is being viewed in an archive.

Hi Dave,

Here are my answers to your questions. **In bold.** Note we must also answer OSHA questionnaire 31d. I assume you have the details to answer this.

Thanks, Dave

### **Env. Stewardship Questionnaire**

Questions: 42a-j, In terms of the chemical inventory, I think you would know the answers better than I, but here are my answers.

1. Does your laboratory have a chemical management system established? Yes **X** No \_\_. If **yes**, please indicate which of the following best practices are currently in place at your location. (Note: Please use the optional "Additional information" field to provide details and indicate whether the practice was adopted in FY 2011 or in previous years.) **DAVE I ASSUME YOU HAVE THIS**

a. Does your location maintain a chemical inventory that lists the types and quantities of all the chemicals present at your facility? Yes **X** No \_\_. Additional information: \_\_

b. Is your chemical inventory system automated, and does it have the potential to track the flow of chemicals throughout your entire laboratory? Yes \_\_ No **X**. Additional information: **AS far as I know, also checked with Bill Rugh**

c. Do you periodically verify the automated chemical inventory with manual inventory checks (or other quality control methods) to ensure the continued accuracy of the automated inventory? Yes \_\_ No \_\_.

Additional information: **NOT APPLICABLE**

d. Before purchasing a chemical, does your location evaluate the full life cycle costs of the chemical (e.g., purchasing costs, handling costs, environmental costs, disposal costs)? Yes \_\_ No **X**. Additional information: **I DON'T WE HAVE A FORMAL PROCESS, BUT WE CERTAINLY CONSIDER ALTERNATIVES**

e. Are laboratory personnel instructed to request the smallest amounts of chemical possible when making chemical acquisition requests? Yes **X** No \_\_. Additional information: \_\_

f. When making chemical acquisition requests, is the chemical inventory checked to ensure that the chemical is not already in stock? Yes **X** No \_\_. Additional information: \_\_

g. Are managers required to sign off on chemical acquisition requests before an order can be filled?

Yes **X** No \_\_. Additional information: \_\_

h. Do staff members who use the chemical management system receive formal training on how to use it?

Yes \_\_ No \_\_. Additional information: **NO SYSTEM**

i. Has your location established a formal chemical adoption program? Yes \_\_\_ No X. If **yes**: **DON't THINK SO**

- Please briefly describe your program. \_\_\_
- How much unwanted chemical did you donate through this program in FY 2011? \_\_\_kg

j. Have any other best management practices been instituted to help you better manage the way in which chemicals enter, are used and exit your laboratory? Yes \_\_\_ No X. If **yes**, please provide details. **Don't think so**

43a-i,

1. Has your laboratory implemented pollution prevention best practices to reduce or eliminate the use of toxic chemicals and/or the generation of hazardous waste? Yes x No \_\_\_. If **yes**, please indicate which of the following best practices are currently in place at your location. (*Note: Please use the optional "Additional information" field to provide details and indicate when the technique was first implemented, what type of savings were achieved in 2011, etc.*)

a. Does your laboratory employ midi-distillation techniques? Yes \_\_\_ No X Not applicable x  
Additional information: **HAVE NOT IDEA WHAT THIS IS. I ALSO CHECKED**

**WITH MARK AND BONNIE AND THEY AGREED WITH ANSWES**

b. Does your laboratory perform solid phase extraction? Yes \_\_\_ No X Not applicable \_\_\_  
Additional information: \_\_\_

c. Does your laboratory perform accelerated solvent extraction? Yes \_\_\_ No X Not applicable \_\_\_  
Additional information: \_\_\_

d. Does your laboratory perform other innovative extraction techniques?  
Yes \_\_\_ No X Not applicable \_\_\_. If **yes**, please provide additional information. \_\_\_

e. Does your laboratory perform microwave digestion? Yes \_\_\_ No X Not applicable \_\_\_  
Additional information: \_\_\_

f. Has your laboratory replaced toxic analytical reagents with more benign substitutes?  
Yes \_\_\_ No \_\_\_ Not applicable X. If **yes**, please provide additional information. \_\_\_

g. Has your laboratory performed a comprehensive review of all its analytical methods to determine whether better (more environmentally friendly) methodologies are available? Yes \_\_\_ No X. Additional information: **BEYOND BRANCH I DON'T THINK SO**

h. Has your laboratory done anything to minimize the amount of sample that enters the laboratory (e.g., streamlining sample collection practices)? Yes X No \_\_\_. Additional information: \_\_\_

i. Has your laboratory instituted any other best practices to minimize the amount of chemicals used and/or waste generated through analytical procedures? Yes X No \_\_\_. If **yes**, please provide additional information and indicate when you implemented the best practice. \_\_\_

44,

1. In FY 2011, did your location identify potential process or analytical method changes that could reduce chemical use or toxicity? Yes \_\_\_ No X. If **yes**, how many opportunities for potential improvement

were identified? \_\_\_\_\_. Of these, how many were implemented by the end of FY 2011? \_\_\_\_\_. Please provide details. \_\_\_\_\_

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1. Did your location implement other environmental stewardship best practices or projects in FY 2011 that have not already been discussed in this questionnaire? Yes \_\_\_\_ No **X**. If **yes**, please describe these projects in detail, as SHEMD may consider highlighting some of these projects in future editions of the *Leading by Example* newsletter and the agency's annual [\*Protecting Our Employees and the Environment\*](#) report. \_\_\_\_\_

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2. Did your location do anything (e.g., share information, provide consultation) in FY 2011 to help an external organization (e.g., local community, other agency, private business) implement environmental stewardship principles? (*Note: Please only respond "yes" if your actions specifically assisted another organization implement a sustainable practice or program. More general outreach events that aim to promote general awareness can be captured in the next question.*) Yes \_\_\_\_ No **X**. If **yes**, please provide details. \_\_\_\_\_

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3. Did your location engage in any other community outreach activities in FY 2011 to help build awareness about environmental stewardship principles? Yes **X** No \_\_\_\_\_. If **yes**, please provide details. \_\_\_\_\_

Assisted the US Fish and Wildlife Service with preparation of their recovery plan for the endangered spotted owl. FY 11.

Participated in Benton County water resources planning and riparian/wetlands projects advisory support group.

Served on the board of the Calapooia Watershed council.

Mentored undergraduate students interested in environmental research and gave tours/discuss our environmental research with students.

Participated in a public symposium and follow-up small invited group workshop on "How can stable isotopes inform ecosystem management?".

#### OSH Questionnaire

29. Does your location operate a laboratory? Yes \_\_\_\_\_ No \_\_\_\_\_ If **yes**, please answer questions a through d.

b. Are processes established to ensure that your SHEMP manager (or another designated official) is notified of all new research projects or new analytical procedures that are under consideration?

Yes \_\_\_\_\_ No **X**. If **yes**, are written procedures in place to ensure that he/she signs off on new projects/procedures? Yes \_\_\_\_\_ No \_\_\_\_\_

**Comment. Currently Research Plans and QAPP do NOT require notification of SHEMP manager. We do submit Health and Safety Plans if necessary for new research.**

d. Is your laboratory involved with (or planning to be involved with) nanotechnology research?

Yes ☒ No ☐ If **yes**, please provide specific information about the materials used (e.g., particle type) and briefly describe your research activities. \_\_\_\_\_

31. Has your location established a process to ensure that the SHEMP manager (or another designated official) is notified of all building-related modification projects **before** the modifications are made? Yes ☐ No ☒ If **yes**, are written procedures in place to ensure that he/she signs off on the modification?

Yes ☐ No ☐ NOT A BRANCH FUNCTION

34. Please describe any OSH-related challenges that you wish to communicate to SHEMD, or let us know if you have identified areas where SHEMD's support is needed to address a specific safety or health issue. \_\_\_\_\_

Dave Burr

All, Each year, Headquarters requests informatio...

10/26/2011 10:18:57 AM

From: Dave Burr/COR/USEPA/US  
To: Thomas Fontaine/COR/USEPA/US, Thomas Connolly/COR/USEPA/US@EPA, JimmieK Cheney/NEW/USEPA/US@EPA, Sue Hecht/COR/USEPA/US@EPA, Kay Wetz/COR/USEPA/US@EPA, Steve Knowles/COR/USEPA/US@EPA, Tony Olsen/COR/USEPA/US@EPA, Walt Nelson/NEW/USEPA/US@EPA, David Olszyk/COR/USEPA/US@EPA, "Watt, Reene" <watt.reene@epa.gov>, Knight.Primo@epamail.epa.gov, Christian Andersen/COR/USEPA/US@EPA, TChris MochonCollura/NEW/USEPA/US@EPA, David Specht/NEW/USEPA/US@EPA, Bonniem Smith/COR/USEPA/US@EPA, Christina Folger/NEW/USEPA/US@EPA, David Peck/COR/USEPA/US@EPA, Dixon Landers/COR/USEPA/US@EPA, Jim Power/NEW/USEPA/US@EPA, Jody Stecher/NEW/USEPA/US@EPA, Joe Ebersole/COR/USEPA/US@EPA, Katharine Marko/NEW/USEPA/US@EPA, Martin.Kathy@epamail.epa.gov @ EPA, Markg Johnson/COR/USEPA/US@EPA, Nathan Schumaker/COR/USEPA/US@EPA, Priscilla Hoobler/COR/USEPA/US@EPA, Reneej Brooks/COR/USEPA/US@EPA, Ron Waschmann/COR/USEPA/US@EPA, Steven Ferraro/NEW/USEPA/US@EPA, Ted DeWitt/NEW/USEPA/US@EPA, Thomas Pfleege/COR/USEPA/US@EPA, William Rugh/COR/USEPA/US  
Date: 10/26/2011 10:18 AM  
Subject: Please reply by COB 11/7 - THANKS IN ADVANCE

All,

Each year, Headquarters requests information regarding the safety and health and environmental stewardship systems in place at EPA locations. The information is passed through the Office of management and Budget and then to the President's office. In an effort to provide accurate information, I could use your help. I have included copies of the questionnaires for your reference and am willing to listen to any comments, but specifically could use your help with the questions below. In most cases a simple yes or no will suffice, other questions may ask for your opinions. Narratives need to be short, however.

Since the questionnaires are due in early November , please respond by COB 11/7 so that I have time to coordinate a single response from the Division and obtain the Division Director 's signature on the forms .

For the Environmental Stewardship questionnaire :

Primo Knight: Questions: 3, the chart of question 4 and 4a-c, 5, 11, 12, 13, 25, 26, 28c, 28d, 30a,-c, 31, 32a-b, 34a-m, 35, 46, 47, 48, 49, 50a-b, 54, 57, 70, 71, 72, 78  
Purchase Card Holders: the chart of question 4, 4a-c  
Reene Watt, Questions: 7, 8a-c, 58,59,62  
Dave Olszyk, Questions: 42a-j, 43a-i, 44, 73, 74, 75  
Walt Nelson, Questions: 42a-j, 43a-i, 44, 73, 74, 75  
Tony Olsen, Questions 42a-j, 43a-i, 44, 73, 74, 75  
Steve Knowles, Questions: 65, 66  
Kay Wetz, Question 60  
Sue Hecht, Question 60  
Jimmie K, Question 60:  
Tom Connolly, Questions: 69, 73, 74, 75, 78  
Tom Fontaine, Questions: 69, 73, 74, 75, 76, 77, 78, and the final signature sheet when response is ready

**For the Occupational Safety and Health questionnaire :**

Reene Watt, Questions: 9a-b, 10a-3, 11, 12, 13, 14  
Primo Knight, Questions: 29b, 31  
Chris Andersen, Questions: 29d  
TChris Mochon-Collura, Questions: 21n  
Dave Specht, Questions: 21r  
Dave Olszyk, Questions: 29b, 31, 34  
Walt Nelson, Questions: 29b, 31, 34  
Tony Olsen, Questions: 29b, 31, 34  
Tom Connolly, Questions: 3, 4, 15, 17a-j, 18a-d, 19, 29b, 31, 33, 34  
Tom Fontaine, Questions: 15, 17a-j, 25a-d, 29b, 31, 34, and the final signature when response is ready

[attachment "FY 2011 Env Stewardship Questionnaire\_10-11-11.doc" deleted by David Olszyk/COR/USEPA/US] [attachment "FY 2011 OSH Questionnaire\_10-11-11.doc" deleted by David Olszyk/COR/USEPA/US]

Thanks,

David W. Burr, WED-SHEM  
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